



Crawford County Career & Technical Center

REGULAR MEETING – SEPTEMBER 21, 2022

**I. CALL TO ORDER**

Members in attendance: Kevin Merritt, John Burnham, Holly Chatman, Luigi DeFrancesco, David Valesky, Tim McQuiston

Members absent: Eric McGuirk, Robert Johnston, Delwood Smith

Others in attendance: Jarrin Sperry, Tim Glasspool, Colleen Stumpf, Mike Costa, Kevin Sprong, Jacquelynn Dutchcot

The regular meeting of the Joint Operating Committee of the Crawford Tech was called to order by Chairperson Merritt at 6:30 p.m.

**II. APPROVAL OF AGENDA**

Motion: Mr. DeFrancesco

Second: Mr. McQuiston

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**III. APPROVAL OF REGULAR MEETING MINUTES**

Motion: Ms. Chatman

Second: Mr. McQuiston

RESOLVED, the Crawford Tech approve and accept the Regular Meeting Minutes of August 17, 2022.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**IV. FINANCIAL** (see addenda)

Motion: Mr. DeFrancesco

Second: Ms. Chatman

RESOLVED, the Crawford Tech JOC approve and accept the following financial items:

- A. Expenditures** – General Fund bills for August and September totaling \$ 537,992.81, as presented to the JOC members prior to the meeting for review. A copy of the listing to be made part of the minutes of this meeting.
- B. Reports** for September as presented:
1. **Treasurer's Report**
  2. **Activities Report** - 2022-23 school year
  3. **Shop Report**
  4. **Enrollment Report** (information only)

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

- V. COMMUNICATION** –
- Meadville Tribune: “New Opportunities”
  - Meadville Tribune: “Practical Nursing Program Grads”
  - Meadville Tribune: “Employee Empowerment”
  - Meadville Tribune: “Robinson’s Recount”
  - Meadville Tribune: “Letter to Editor”
  - Modern Salon: “Smooth Operator”

**VI. OLD BUSINESS**

- VII. EXECUTIVE SESSION** – An Executive Session was held for Contract Negotiations and Personnel Matters at 6:33 p.m. and reconvened at 6:50 p.m.

**VIII. NEW BUSINESS****A. Travel**

Motion: Mr. McQuiston

Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve the following travel items:

1. Kristen Deets, Cosmetology Instructor – Altoona, PA on November 21, 2022 for the AVTEC Conference. The cost to the program for mileage and a substitute is approximately \$335.
2. Laura Peterson, Guidance Counselor – State College, PA on November 2-4, 2022 for the Integrated Learning Conference. The cost to the JOC for mileage, lodging, registration, and food is approximately \$590.24.
3. Bonnie Stein, Co-Operative Education Instructor – Harrisburg, PA on October 14-15, 2022 for DCTS Sections Meeting. The cost to the JOC is \$0.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**B. MOA ARP/ESSER Positions and Job Descriptions**

Motion: Mr. DeFrancesco  
 Second: Ms. Chatman

RESOLVED, the Crawford Tech JOC approve the MOU with ARP/ESSER Positions and Job Descriptions as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**C. Personnel**

Motion: Mr. Burnham  
 Second: Mr. McQuiston

RESOLVED, the Crawford Tech JOC approve the following personnel items:

1. **Jim Hillwig**, Precision Machining Instructor, granted a retroactive Intermediate Family Medical Leave of Absence as medically necessary for up to 12 weeks.
2. **Tim Barickman**, Adult Substitute Instructor, added to the high school day-to-day substitute list, starting September 22, 2022 at the approved rate of \$125.00 per day.
3. **Kyle Gates**, Adult Evening Instructor, pending required paperwork, starting September 22, 2022 at the approved rate of \$25.00 per hour.
4. **Jill Kish**, Mental Health Counselor, pending required paperwork, at pro-rated, Step 1 Voc. 1 (\$56,468) of the approved negotiated contract for the 2022-2023 school year plus fringe benefits, per the approved MOA.
5. Dean of Students, **Laura Peterson**, at the approved MOU rate of \$6,000., pro-rated for the 2022-2023 school year.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**D. SkillsUSA**

Motion: Mr. DeFrancesco

Second: Mr. Burnham

RESOLVED, that the Crawford Tech JOC approve the following items:

1. Annual SkillsUSA Fundraiser

2. Louise Rice-Reappointed the fundraising assistant to oversee the day-to-day collection of money and recordkeeping associated with the SkillsUSA fundraiser for 4-5 hours per day for approximately 35 work days, tentatively beginning 9/30/22. A \$1,600. Stipend will be paid from the fundraising proceeds at the end of the sale.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**E. Surplus Items**

Motion: Mr. DeFrancesco

Second: Ms. Chatman

RESOLVED, the Crawford Tech JOC approve the list of surplus items to be disposed of, pending review of the items for possible use by the three sending school districts.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**F. OAC Membership List**

Motion: Mr. Burnham

Second: Mr. McQuiston

RESOLVED, the Crawford Tech JOC approve the Occupational Advisory Committee Membership List for 2022-2023 school year as presented, as per the PA Department of Education mandate.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**G. Practical Nursing Program Policies, 2<sup>nd</sup> Reading and Approval**

Motion: Mr. McQuiston  
 Second: Mr. DeFrancesco

RESOLVED, the Crawford Tech JOC approve the following policies:

1. Students Rights and Responsibilities
2. Last Day of Attendance/Withdrawal
3. Student Appearance and Conduct
4. Hybrid Education

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**H. 2023 PSBA Officer Candidate Elections**

Motion: Ms. Chatman  
 Second: Mr. McQuiston

RESOLVED, the Crawford Tech JOC approve the chosen candidates as selected below. The Board Secretary will register the votes online as required.

<u>President-Elect</u>	<u>Vice President</u>	<u>PSBA Insurance Trust Trustees</u>	
<b>*Michael Gossert</b>	<b>*Allison Mathis</b>	<u>Seat 1</u>	<u>Seat 2</u>
Abstain	Abstain	Kathy K. Swope	Roberta M. Marcus
		Abstain	Abstain

Roll Call

Mr. Burnham	<u>Abstain</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>No</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>No</u>

Motion Carried

**I. PCCD Safety/Security & Mental Health Grant**

Motion: Mr. Burnham  
 Second: Mr. DeFrancesco

RESOLVED, the Crawford Tech JOC approve the PCCD Safety/Security & Mental Health Grant application totaling \$140,000.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

**J. Perkins Job Descriptions**

Motion: Mr. DeFrancesco  
Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve the Perkins job descriptions as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**K. New Program**

Motion: Ms. Chatman  
Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve the Sports Medicine/Rehabilitative Sciences program to begin 2023-2024 school year.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Absent</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

**IX. DIRECTOR'S REPORT**

**X. SUPERINTENDENTS' COMMENTS**

**XI. JOC MEMBERS' COMMENTS/QUESTIONS**

**XII. NEXT MEETING – October 19, 2022**

**XIII. ADJOURNMENT**

The meeting adjourned on a motion by Mr. DeFrancesco, Seconded by Mr. Burnham at 7:16 p.m. All in favor.

  
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 Jacquelyn Dutchcot  
 Business Manager/Board Secretary